

RECORD OF PROCEEDING

Minutes of Burton Township Trustees
Held at the Burton Township Administration Building

Regular Meeting
January 4, 2021

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Jarred Miller, Vice-Chairman, opened the meeting at 7:31 p.m. with Board member, Ken Burnett, in attendance.

Minutes: The regular meeting minutes from December 7, 2020 were approved with a motion from Mr. Burnett and seconded by Mr. Miller. Vote: Mr. Whiting – absent, Mr. Miller – yes and Mr. Burnett yes.

Organizational Information 2021

Chairman – Mr. Burnett made the motion to appoint Mr. Miller as Chairman of the Burton Township Trustees for 2021. Mr. Miller seconded this motion. Vote: Mr. Whiting – absent, Mr. Miller – yes and Mr. Burnett – yes.

Vice Chairman – Mr. Miller made the motion to appoint Mr. Burnett as Vice Chairman of the Burton Township Trustees for 2021. Mr. Burnett seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Regular Meeting Dates and Times: Mr. Burnett made a motion that all Burton Township's Trustee regular meetings will be held on the first and third Mondays of the month at 7:30 pm. Mr. Miller seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Liaisons: Mr. Miller made a motion for the following Trustees to be the department liaisons:

Whiting – Zoning, Land Use, Cemeteries, JEDD

Miller – Parks, Building/Grounds Maintenance, Fire Department

Burnett – Safety, BCPA, Roads, Prevailing wage

Mr. Burnett seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Mr. Burnett made a motion to appoint the Chairperson as the representative to the Health District Advisory Committee and the Vice-Chairperson to be the alternate. Mr. Miller seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Mr. Burnett made a motion to appoint Mr. Miller and Mr. Burnett (alternate) as CRA (Community Reinvestment Area) Committee Appointees. Mr. Miller seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Mr. Miller made a motion to re-appoint Rick Gruber as Zoning Inspector for the term ending December 31, 2021. Mr. Burnett seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Mr. Miller made a motion to re-appoint Joanne George as Assistant Zoning Inspector for the term ending December 31, 2021. Mr. Burnett seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Mr. Burnett made a motion to re-appoint Katie O'Neill as cemetery sexton for the term ending December 31, 2021. Mr. Miller seconded this motion. Vote: Mr. Miller – yes, Mr.

Burnett – yes and Mr. Whiting - absent.

Mr. Burnett made a motion to re-appoint Katie O’Neill as the administrative assistant for the term ending December 31, 2021. Mr. Miller seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Mr. Burnett made a motion to re-appoint Katie O’Neill as the secretary of the Board of Zoning Appeals and the Zoning Commission Board for the term ending December 31, 2021. Mr. Miller seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Zoning Commission: Mr. Burnett made a motion to reappoint Mr. Nick Gorris to the Zoning Commission Board with a term ending December 31, 2025. Mr. Miller seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Zoning Board of Appeals: Mr. Miller made a motion to reappoint Mr. Al Skeen to the Zoning Board of Appeals with a term ending 12/31/2025 and Mr. Joseph Dallos as second alternate to the Zoning Board of Appeals with a term ending December 31, 2022. Mr. Burnett seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Fiscal Officer – Mr. Burnett made a motion to approve reimbursement for all approved travel as outlined in the Policy and Procedure Manual. Mileage shall be reimbursed at the current IRS rate. Mr. Miller seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

Public Comment: None.

Fire Department: No one in attendance. The Fire Department has \$8,911.99 of Cares Act Funds to spend.

Cemeteries: Worker’s Compensation Certificates and Certificates of Liability were requested from Mr. Wayne Luoma (foundations) and Mr. Owen Gingerich (Openings / Closings) for the 2021 calendar year. Mr. Luoma has stated that there will be no price increases for 2021.

Zoning: A possible applicant for the Board of Zoning Appeals will attend the February meeting. The BZA will hold their organizational meeting on January 21, 2021. The hearing for the Cleveland Radio Controlaires has been postponed. Legal Counsel has been contacted about the zoning application for Mr. Melvin Miller. The Zoning Commission will hold their organizational meeting on January 11, 2021.

Park Committee: No one in attendance.

Roads: Downed trees were cleaned up. The dirt roads were graded out. Furniture was moved during the laying of the new floor. The transmission line blew on the ’13 International. Bradford Neal made a new one. Salt/cinder mix was pickup. The Fire Department requested the use of our backhoe to help with the Adamic fire. Forty-six tons of salt/cinder mix has been picked up so far this season.

Fiscal Officer: Mr. Burnett made Resolution 2021-1 to request the tax advance for the first half of 2020 taxes. Mr. Miller seconded the resolution. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting – absent. Mr. Miller made Resolution 2-2021 that adopts the Geauga County Commissioner Highway Use Manual and authorizing the Geauga County

Engineer to issue and enforce all policies and procedures outlined therein. Mr. Burnett seconded this resolution. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent. All three Trustees and the Fiscal Officer will attend the virtual Ohio Township Association Conference to be held February 1 – 5, 2021.

Old Business: Mr. Miller made a motion to approve the Memorandum of Understanding among the Geauga County Engineer, the Burton Township Trustees and the Middlefield Board of Trustees regarding the funding obligations related to the improvement of Station Road, TR 0128 in Burton and Middlefield Townships, Geauga County. The break down of the estimated \$340,000 project will be: \$140,000 – Ohio Public Works Commission, \$100,000 – Geauga County Engineer’s office and the remainder split equally between Burton and Middlefield Townships (estimated amount of \$50,000 each). Mr. Burnett seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

New Business: Mr. Burnett made a motion to postpone the second meeting of the month during the State of Ohio Emergency due to the Covid19 pandemic. Mr. Miller seconded this motion. Vote: Mr. Miller – yes, Mr. Burnett – yes and Mr. Whiting - absent.

The next Special meeting will be on January 18, 2021 at 6:30 pm to discuss the Jedd approval, year end balances and personnel items.

Warrants: Warrants #11023 thru #11068 were approved and paid.

As there was no further business, this meeting was adjourned at 9:42 p.m. by a motion from Mr. Burnett and seconded by Mr. Miller. The vote was unanimous.

Chairman

Fiscal Officer